

itunes for educators



What is iTunes?

"iTunes is a powerful application that serves as a reservoir of educational content for the classroom. It gives students and teachers an easy, intuitive way to browse, search, and organize their audio and video content and because it includes the iTunes Store, the world's largest download store, it's a great place to find educational content that can be downloaded to a computer or mobile learning device, such as iPod. iTunes, free for both Mac and PC, makes growing your educational content fast and easy.

<http://www.apple.com/education/products/ipod/itunes.html>, 2007

What can I do with iTunes?



With iTunes you can...import, buy, organize, play, watch, and burn all your different media files.

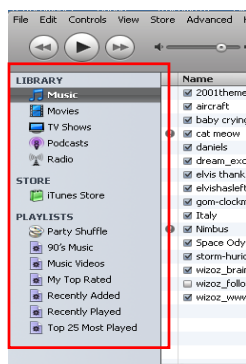
What types of media files?

- Music (downloads or CDs)
- Video (movies, TV Shows, Music Videos, short films, etc.
- Podcasts (both audio and video)
- Audio books
- iPod Games



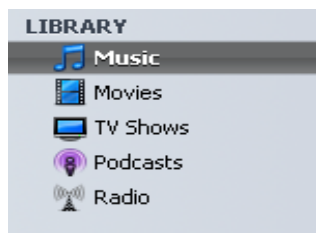
Getting Started: Opening iTunes for the First Time

1. Open iTunes from either your desktop or from the Start/Program windows.
2. The iTunes main window will open. This main window, also called the “Jukebox”, is where you have access to all your media files.



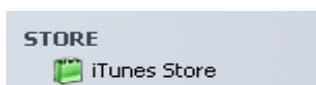
The Source List

The source list is the column to the left in the main window. It is made up of the **Library**, **iTunes Store**, and **Playlists**. The source list shows you everything you can organize, play, or sync — from music and movies to playlists and devices. The source list helps you manage your entire collection.



Library

Your library contains everything you've downloaded from the iTunes Store or imported from CDs, music, movies, TV shows, podcasts, audiobooks, iPod games, ringtones, and streaming radio. As your collection grows, you can keep multiple libraries.



Store

One click takes you to the iTunes Store. As you buy, iTunes automatically adds the titles to your library. Downloading starts when you click Buy Now in the iTunes Store. Click Downloads to prioritize the order in which everything arrives on your computer. For example, move songs with shorter download times ahead of movies with longer download times.

Devices

Your iPod, iPhone, Apple TV, and any CDs you're burning or importing appear under Devices. Click your iPod, iPhone, or Apple TV and iTunes shows you a summary of everything on it. Click a CD to check the progress of an import or a burn.

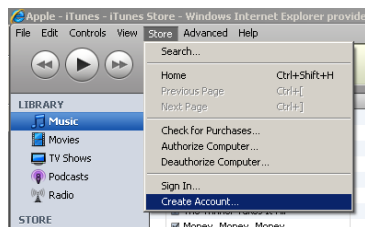
Playlists

All your playlists appear here. Create new playlists and drag in songs, or create Smart Playlists that automatically update according to criteria you set — music you've added in the last 30 days, for example. Party Shuffle also appears under Playlists. Click it once and iTunes creates a random playlist from your library.

How to I purchase items from iTunes?

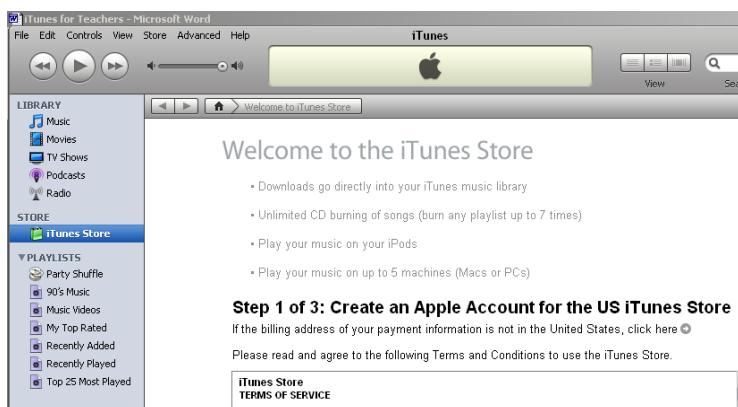
To buy items in the iTunes Store, you need to set up an iTunes (Apple) account.

Setting up an iTunes Account



1. Choose **Store/Create Account** from the menu bar.
2. Follow the **on-screen instructions** to set up your account.

Note: If you already have an Apple or AOL account, you can use the same account, and have purchases billed to the credit card or account of your choice.

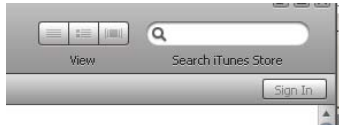


Signing into Account

After you set up an Apple account (or if you're using an existing AOL account instead), you can sign in to the iTunes Store to buy music and video, view or change your account information, and see your purchase history.

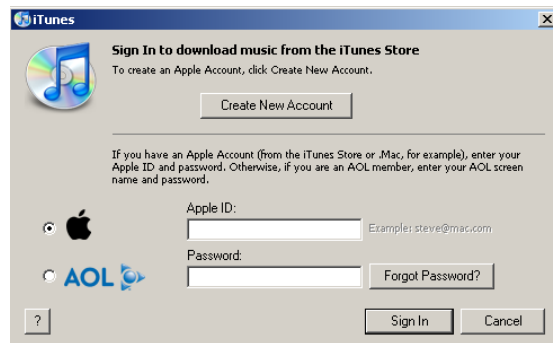
When you finish using the store, you can sign out to prevent anyone else who has access to your computer from making purchases using your account.

1. To sign into your iTunes account, click **Store** from the Source List.



2. Click the **Sign-In** button located in the upper right hand corner of the main window.

2. Enter your **iTunes password** and click



Sign In.

Finding Music and other Items in the iTunes Store

You can find items in the iTunes store by browsing or searching.



- To browse, click an item or choose a genre from the Choose Genre pop-up menu. Or click the **Browse button** (it looks like an eye).
- To search, type text in the **Search iTunes Store field** at the top right of the iTunes window.

Buying Items from the iTunes Store

Once you have found the items you want to buy, do one of the following:

- **1-Click:** When you click a **Buy** button, the item is charged to your account and downloaded to your iTunes library.



	Name	Time	Artist	Album	Price	
1	Freedom Never Cries (Live)	4:19	Five for Fighting	Five for Fighting - Liv...	\$0.99	BUY SONG
2	World (Live)	3:59	Five for Fighting	Five for Fighting - Liv...	\$0.99	BUY SONG
3	California Justice (Live)	4:11	Five for Fighting	Five for Fighting - Liv...	\$0.99	BUY SONG
4	The Riddle (Live)	5:57	Five for Fighting	Five for Fighting - Liv...	\$0.99	BUY SONG
5	65 Mustang (Live)	4:18	Five for Fighting	Five for Fighting - Liv...	\$0.99	BUY SONG
6	NYC Weather Report (Live)	7:29	Five for Fighting	Five for Fighting - Liv...	\$0.99	BUY SONG
7	Two Lights (Live)	5:55	Five for Fighting	Five for Fighting - Liv...	\$0.99	BUY SONG
8	I Just Love You (Live)	4:16	Five for Fighting	Five for Fighting - Liv...	\$0.99	BUY SONG
9	If God Made You (Live)	8:24	Five for Fighting	Five for Fighting - Liv...	\$0.99	BUY SONG
0	Easy Tonight (Live)	5:20	Five for Fighting	Five for Fighting - Liv...	\$0.99	BUY SONG
1	Superman (It's Not Easy) (Live)	3:36	Five for Fighting	Five for Fighting - Liv...	\$0.99	BUY SONG
2	100 Years (Live)	5:55	Five for Fighting	Five for Fighting - Liv...	\$0.99	BUY SONG
3	Road to Heaven (Live)	5:25	Five for Fighting	Five for Fighting - Liv...	\$0.99	BUY SONG
4	Nobody (Live)	5:11	Five for Fighting	Five for Fighting - Liv...	\$0.99	BUY SONG
5	Policeman's Xmas Party (Live)	5:14	Five for Fighting	Five for Fighting - Liv...	\$0.99	BUY SONG

15 songs

- **Shopping cart:** Click Add to save items for purchase. You can review your shopping cart and delete items before you click Buy Now.

Note: By default, 1-Click shopping is on. To change this setting, choose Edit/Preferences from the menu bar, and then click Store.

Important: All sales are final. You can't cancel a purchase after you click Buy or Buy Now.

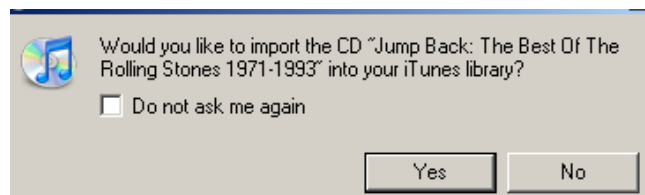
Importing Songs from CDs

You can import songs from your CDs into your iTunes library. Imported songs are stored on your hard disk so that you can listen to them without having the original CD in the disc drive.

1. Insert an audio CD into your computer's internal CD or DVD drive.

2. iTunes will ask you if you want to import the CD into your Library (Choose Yes or No)

- If you choose Yes, iTunes will import the entire CD.
- If you choose No, you can choose which songs you do not want to import.



3. When the list of songs appears in the iTunes window, deselect any songs you do not want to import.

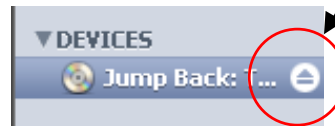
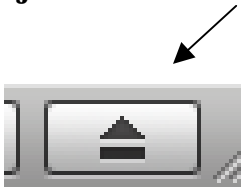
4. To add the selected songs to your library, click the **Import CD** button (at the bottom right of the iTunes window).



button (at

5. To cancel importing, click the small X next to the progress bar at the top of the iTunes window.

- When the songs are finished importing, click either the **Eject symbol** to the right of the CD Title, or the **Eject Disc button** located in the bottom right corner of the window.



- You can continue to use iTunes while songs are importing
- You can also import a song by dragging it to the Music playlist (below Library). You should see a green + sign when it is ok to stop dragging.

Downloading a audio files from the Internet into iTunes

You can import audio files that you find on the internet to your iTunes Library.

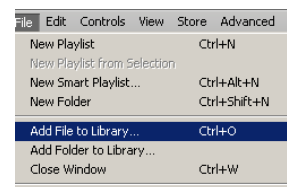
- Open iTunes.
- Locate the audio file you want to download on a website.
- Right click the file to download it to your computer.
- Drag the file from the window where it was downloaded, to the main iTunes window.

Importing Music and Video Already on Your Computer

You can import an audio file (or all the audio files in a folder) into your iTunes library.

You can only copy music to your **iPod** using **iTunes**. To copy music from another media player (i.e. Windows Media Player or MusicMatch Jukebox) to your ipod, you will need to first import the music into iTunes.

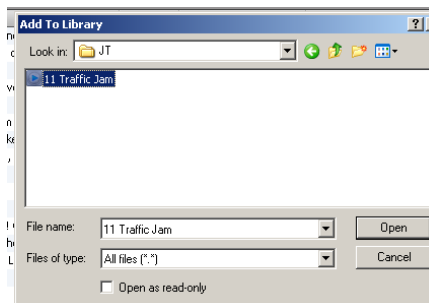
- Choose **File/Add File** or **Add Folder to Library** from the

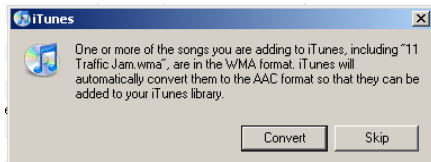


menu bar.

- Navigate to the location on your computer where your audio files are stored.

- Select the file or folder, and click Open.





iTunes will need to convert the file format of the audio file in order for it to be added to your iTunes Library.

Click Convert to continue upload.

- iTunes will make a copy of the file in AAC format - or whatever format is chosen under the Advanced pane of iTunes Preferences (in the Importing pane).

About Podcasts

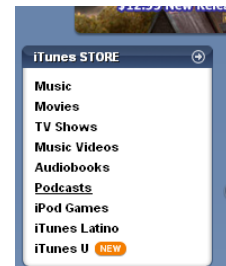
Podcasts are downloadable radio-style shows. Some podcasts also show video

You can download free podcasts from the iTunes Store. You can also subscribe to podcasts (for free) so that new episodes are automatically downloaded as they become available. (Some websites charge a fee for podcasts).

Podcasts are different from Internet radio stations, which stream content over the Internet. Podcast episodes are downloaded to iTunes on your computer – you can copy them to an iPod – so that you can play them when you're not connected to the Internet.

To Download a Podcast

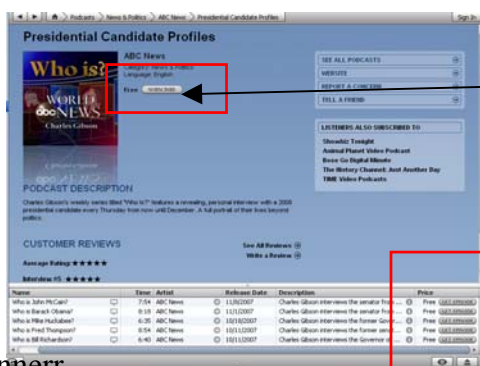
1. Open iTunes Store
2. Click **Podcasts** from the "iTunes Store" column to see a list of recent episodes.
3. The podcast window provides a large variety of searching and browsing categories making it easy to find what you are looking for:



- Podcast Categories (Education, Art, Marketing, etc.)
- Featured Providers (ABC News, Business Week, National Geographic, BBC, etc.)
- Today's Top Podcasts
- New Releases
- Featured "Video" Podcasts



4. When you find a podcast you want to download, do one of the following:



- To **subscribe to a podcast**, click the **Subscribe** button at the top of the description window. As new episodes become available, they are automatically downloaded to iTunes

- Click **Get Episode** to download a single episode.

Note: **Podcast Preferences** (from the menu bar choose Edit/Preferences/Podcasts)

- Change the number of episodes iTunes downloads
- Change how often new podcasts you subscribe to are downloaded.
- Set iTunes to delete podcasts after you've listened to them.

Creating Playlists and Burning CDs



Making playlists

Organize songs and videos into lists, create Smart Playlists that update according to your preferences, and use the Party Shuffle playlist to recorder songs on the fly.



Burning CDs or DVDs

Make an audio CD from a playlist or backup your music and video to a CD or DVD.



Sharing Your Playlists

Share your playlists across computers or publish them to the iTunes Store.

What is a Playlist

A playlist is a compilation of songs and video. You might want to create a play list to:

- Organize your iTunes Library
- Suit specific moods or occasions (wedding music, easy listening, workout tunes, etc.)
- Burn a selection of songs to a CD to play on a CD player.
- Select certain songs to share with others on your local network or to sync with your iPod.

Playlists can include songs, podcasts, audiobooks, videos, and links to Internet radio stations. (you can only play the radio stations when you are connected to the Internet).

3 Kinds of Playlists

- **Standard:** created by dragging items to the list
- **Smart Playlist:** created based on rules you set up. Smart Playlists update automatically as your library changes.
- **Party Shuffle or “live music”:** created from randomly selected songs in your library or a playlist.

To Create a Playlist

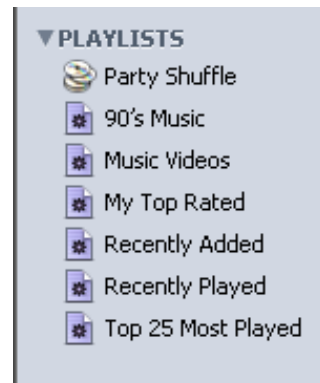
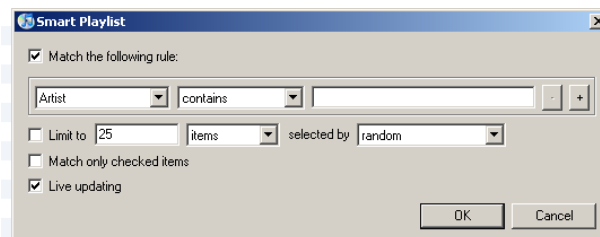
1. Choose File/New Playlist from the menu bar. Or, click the (+) button located in the bottom-left corner of the iTunes window.
2. Type a name for the playlist
3. Click Music (or another item listed below Library and drag an item to the playlist. To select multiple items, hold the Control or Shift key on your keyboard while you click.

Tip: To quickly create a playlist containing selected songs, select the songs first, and then choose File/New Playlist from the menu bar.

To Create a Smart Playlist

You can create a playlists of certain types of music, songs with certain ratings, or songs that match other rules. iTunes can update these playlists automatically.

1. Choose File/New Smart Playlist from menu bar.
2. To add songs that match specific rules, make sure “match the following rule” is selected, and then choose options from the pop-up menus. To add more rules, click the Add (+) button.
3. To include only songs that have a checkmark next to them in your library (and match your rules), select “Match only checked items.”
4. To have iTunes continually modify your Smart Playlist as songs are added to or removed from your library, make sure “Live updating” is selected.
5. Click to create your Smart Playlist, click OK and then name the playlist.

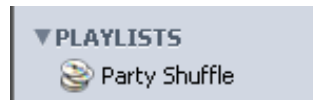


Any songs in your library that match your rules are added to the playlist. The Smart Playlists icon are the ones with a gear next to the name.

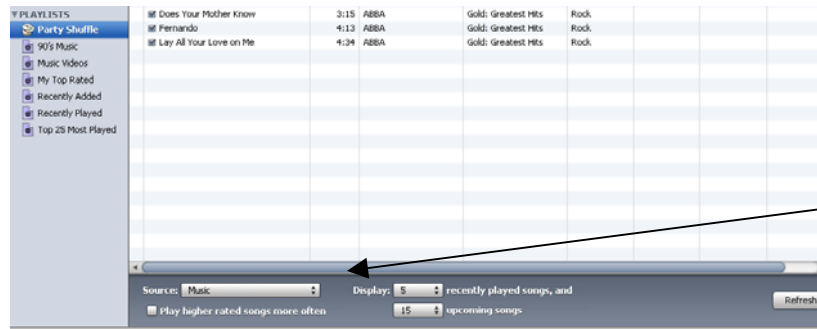
Creating a Party Shuffle

iTunes can create a playlist of random songs from your library or a playlist. You can edit this “live mix” at any time.

1. Below Playlists, click on Party



Shuffle



2. To select a specific playlist (instead of your library) for the live mix, choose an option from the **Source pop-up menu** at the bottom of the iTunes window.

3. Choose the number of played or upcoming songs you want to see in the playlist.

4. To change the order or add new songs, drag them.
5. To delete a song, select it and press Delete.
6. Click the Refresh button to change the order of the list.

Burning CDs and DVDs

You can use iTunes to create your own discs containing audio and video from your iTunes library.

To make your own CD or DVD, you need:

- A computer that can burn discs
- An iTunes playlist containing the music and video you want on the disc
- A blank disk.

How to Burn an Audio CD

1. Choose Edit/Preference from the menu bar., and then click Advanced, and click Burning.
2. Select Audio CD as the disc format.
3. To have all the songs on the CD play at the same volume, select Use Sound Check.
4. Click OK.
5. Select the playlist containing the songs you want to burn to the CD, and make sure all the songs you want to include on the CD have a checkmark beside them.
6. Click Burn Disc (at the bottom of the iTunes window) and insert a blank disk.
 - To make CDs you can play on a stereo, use CD-R instead of CD-RW (most stereos cannot recognize CD-RWs).
 - A standard audio CD (650 mb) can hold about 20 songs
 - A DVD can hold almost five times as many songs as a CD.
 - Movies purchased from the iTunes **Store cannot be burned to a DVD** or VCD that will play in a DVD player or Video CD.

Loading Songs to your iPod

You can connect any iPod to your computer and then load songs from your iTunes library onto it. With some iPod models, you can also load photos, videos, and games onto your iPod.

1. Connect a device to your computer:

- For iPod shuffle, remove the cap or lanyard and connect iPod shuffle to the USB port on your computer.
- For all other devices, connect the device to your computer using the cable that came with the device.

2. When the iPod icon appears in the iTunes window (below Devices in the Source List), select it.

3. If the Summary pane is not showing, click the Summary tab.

4. Make sure that “manually manage music” is not selected.

5. Click the Music tab and do one of the following:

- To automatically update your iPod with all the songs and playlists in your library, select “Sync music” and then select, “All songs and playlists.” iTunes loads the songs and playlists in your iTunes library onto your iPod, and deletes songs from your iPod that aren’t in your library.
- To automatically update your iPod with only certain playlists, select “Sync music” and “Selected playlists,” and then select the playlists you want synchronized.

Tip: If you want to sync only items in your library that have a checkmark next to them, click the Summary tab and select “Only sync checked items.”

To Load Songs onto iPod Manually:

1. Connect your iPod to your computer.

2. When the iPod icon appears in the iTunes window (under Devices), select it.

3. If the Summary pane is not showing, click the Summary tab.

4. Select “Manually manage music.”

5. Click Music (below Library) and manually click and drag songs and playlists to your iPod.